



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

07 JAN 2026

**DIVISION MEMORANDUM**

No. 004 s. 2026

**RECRUITMENT, EVALUATION AND SELECTION  
OF TEACHER I APPLICANTS FOR SY 2026-2027**

To: Assistant Schools Division Superintendent  
OIC - Chief Education Supervisors (CID and SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Heads, Public Elementary, Integrated and Secondary Schools  
All Others Concerned

1. Pursuant to DepEd Order (DO) No. 007, s. 2023 titled *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, and DO No. 21, s. 2024 titled *Amendments to DO No. 007, s. 2023*, the Schools Division of Capiz with the Human Resource Merit Promotion and Selection Board (HRMPSB) will be accepting applications for IPED, Kindergarten, Elementary, Junior High School and Senior High School Teacher I position for School Year 2026-2027 through the Division Sub-Committees Secretariat from **January 19, 2026 to 5:00 o'clock in the afternoon of January 30, 2026.**
2. Applicants who failed to submit the complete documentary requirements within the deadline shall not be included in the pool of official applicants. **No additional documents shall be accepted after the deadline.**
3. Applicants are advised to register online through this link: <https://bit.ly/SDOCAPIZT1Reg> and after fifteen (15%) minutes, Application Code can be accessed through this link: <https://bit.ly/SDOCAPIZIERSY-26-27>
4. The applicant shall indicate his/her **Application Code** in the application requirements. Both **old and new applicants** need to register online to get his/her new code. Only one (1) Application Code for every applicant is allowed per level/strand.
5. Failure of the applicant to appear personally with the Division Sub-Committee in any of the ranking process will be ground for non-inclusion of his/her name in the official pool of applicants.
6. Interested applicants shall submit the following documentary requirements to their respective Division Sub-Committee through any school in their district or at the District Office on or before the deadline indicated above, to wit:



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- a. Letter of intent addressed to the Schools Division Superintendent, ROEL F. BERMEJO;
  - b. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with Work Experience Sheet, if applicable;
  - c. Photocopy of valid and updated PRC License/ID, if applicable;
  - d. Photocopy of Certificate of Eligibility/Rating, if applicable;
  - e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
  - f. Photocopy of Certificate/s of Training, if applicable;
  - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
  - h. Photocopy of latest appointment, if applicable;
  - i. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
  - j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C*), notarized by authorized official; and
  - k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
    - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from date of last issuance of appointment; and
    - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in item (i) is not relevant to the position to be filled, if applicable
7. Scanned copies of the application documents (Annex C of DepEd Order 7 s. 2023) **should be uploaded to this link** <https://bit.ly/SDOCAPIZUploadDoc>
8. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted as evidenced by the Omnibus Sworn Statement duly signed by the applicant and subscribed before an officer authorized to administer oath. Any **false and fraudulent documents** submitted shall be grounds for disqualification.
9. The schedule of activities and other instructions as to the details on how to prepare required documents for submission relative to the Recruitment, Evaluation and Selection of Teacher 1 Applicants for SY 2026-2027 is indicated in the Enclosure No. 1.





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10. School Heads and Division Sub-Committees are advised to post announcements in their respective schools/district offices/communities or in any conspicuous place within their municipality, detailing the required documents to be submitted as well as the schedule of activities.
11. The HRMPSB shall monitor and ensure the smooth conduct of the scheduled activities.
12. Meals and other incidental expenses in the conduct of these activities shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
13. There shall be no discrimination among applicants on the account of age, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity. Applicants with special needs and/or with medical conditions are encouraged to inform the Human Resource Management Officer (HRMO) or/and the HRMSPB to facilitate appropriate arrangement and due consideration.
14. Immediate and widest dissemination of this Memorandum is desired.

**ROEL F. BERMEJO**

Schools Division Superintendent

Incl.: As stated

References: DepEd Order No. 007 s. 2023  
DepEd Order No. 021 s. 2024

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYMENT

EVALUATION

RECRUITMENT

SELECTION



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Enclosure No. 1 to Division Memorandum No. 004, s. 2026

**TIMELINE OF ACTIVITIES ON THE RECRUITMENT PROCEDURES FOR  
ELEMENTARY AND SECONDARY TEACHER I APPLICANTS FOR SY 2024-2025**

DATE	ACTIVITY	PROCEDURE	VENUE
<b>January 12, 2026</b>	Virtual Orientation of HRMPSB with the Chairpersons, Co-Chairpersons and other members of the Division Sub-Committees with the District Secretariat / Encoders re: Guidelines on Recruitment, Selection, and Appointment in the DepEd	The HRMPSB shall conduct virtual orientation to the Division Sub-Committees Chairpersons and District Secretariat / Encoders	School or District Office at 1:30 pm  (Virtual Link to be forwarded)
<b>January 13, 2026</b>  <b>Morning:</b> Elementary  <b>Afternoon:</b> Secondary	Orientation of Applicants  Open Forum with the Applicants	The HRMPSB shall conduct orientation to all applicants on DepEd Order No 7 s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the DepEd and other important details on the procedures) and DepEd Order No. 21 s. 2024 (Amendments to DO No.7 s. 2023)	CNHS Covered Court
<b>January 14, 2026</b>  <b>(Batch 1)</b>  <b>January 15, 2026</b>  <b>(Batch 2)</b>	Face to face Re-orientation of Division Sub-Committee Members to be conducted by the Chairperson/s and/or Vice Chairperson/s	The Sub Committee Chairperson/s and/or Vice Chairperson/s shall conduct the face to face re-orientation to the other members of the sub-committees including the two (2) district secretariat/encoders	Respective District Offices
<b>January 19, 2026 –</b>  <b>5:00 pm of</b> <b>January 30, 2026</b>	Submission & Receipt of Applications/Documents	Applicants must submit one (1) folder containing certified photocopies/verified from the original) of complete documentary requirements indicated in Annex C of DepEd Order 2 s. 2023 (Checklist of Requirements) to the Division Sub-Committee Secretariat at the District Office. Receipt of application will be based on the applicants' place of	School or District Office through the Division Sub-Committee Secretariat



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		<p>residence (Only one official residence is considered valid).</p> <p>Original documents should be retained to the applicants; however, they will bring them during the Open Ranking for validation and verification.</p> <p>Note: <i>The front cover of each folder should contain information on:</i></p> <ol style="list-style-type: none"><li>1. Applicant's Name</li><li>2. Address</li><li>3. Level (Elementary/ Secondary)</li><li>4. School applied</li><li>5. Contact number and</li><li>6. District</li></ol> <p><i>All documents must be orderly arranged based on the Checklist of Requirements (Annex C) with Table of Contents and properly labelled with side-tabbing in a color-coded folder as follows:</i></p> <ol style="list-style-type: none"><li>1. Elementary teacher- applicants- Off White/ Cream-Colored</li><li>2. Elementary (IPED) – Orange</li><li>3. Elementary (Kinder)-Red</li><li>4. Junior Teacher-applicants- Blue</li><li>5. Senior High School Teacher-applicants- Yellow</li></ol> <p>Note: <i>Applicants are required to register online through this link (<a href="https://bit.ly/SDOCAPIZT1Reg">https:// bit.ly/ SDOCAPIZT1Reg</a>) prior to the submission of documents (Hard Copies with pages) to the District Office c/o Division Sub-Committee Secretariat and uploading Scanned copies with pages to the HRMPSB Secretariat using this link <a href="https://bit.ly/SDOCAPIZUploadDoc">https:// bit.ly/ SDOCAPIZUploadDoc</a></i></p> <p><i>Moreover, applicants can access their Application Code after fifteen (15)</i></p>	<p>Ask Technical Assistance from the Office of the Division ICT Officer</p>
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		<p><i>minutes of registering online through this link</i>  <a href="https://bit.ly/SDOCAPIZIERSY-26-27">https:// bit.ly/ SDOCAPIZIERSY-26-27</a></p> <p><i>This is to ensure objectivity &amp; integrity of the process and to protect the identity of the applicants when posting the results per RA No. 10173 (Data Privacy Act of 2012)</i></p>	
<b>February 6, 2026</b>	Submission of Official List of Applicants by the Division Sub-Committee to HRMPSB Secretariat	The Division Sub-Committees shall submit the Official List Applicants with transmittal per district classified per level (Elementary, Junior & Senior High School)	Office of the ASDS
<b>February 9-13, 2026</b>	Conduct of Initial Evaluation of the Qualification of Applicants	The Division Sub-Committees shall conduct the initial evaluation of applicants' qualifications which shall be evaluated vis-a vis the Qualification Standard (QS) of the position applied for in terms of Education, Experience, Training, Eligibility, and Competency (if applicable).	District Offices
<b>February 16, 2026</b>	Submission of Initial Evaluation Result (IER) to the Human Resource/Personnel Section	The Division Sub-Committees Secretariat shall submit the duly accomplished and evaluated IER to the HR Section for further validation.	SDO HR Office
<b>February 18-20, 2026</b>	Validation of IERs	The HRMO & HRMPSB-Secretariat shall conduct the validation of the IER submitted by the Sub-Committees vis-à-vis uploaded scanned copies of the applicants' required documents.	SDO HR Office
<b>February 23, 2026</b>	Posting of IERs	The HRMPSB through the Division Sub-Committees shall post the IERs in at least three conspicuous physical places, concealing the applicants' personal information in accordance with RA No. 10173 (Data Privacy Act of 2012). The only information that shall be made to public are the application codes, qualifications in terms of education, training, experience, eligibility	SDO HR Office  District Offices through Division Sub-Committees



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		& competency (if applicable), and remark on whether <i>Qualified</i> or <i>Disqualified</i> .	
<b>February 24-27, 2026</b>	Notification of the IERs	The Division Sub-Committees Secretariat shall notify applicants of the results of the initial evaluation & schedule of Classroom Observation/Demo-Teaching/Written Examination through a written notice served through official communication channels, such as, but not limited to personal service, postal mail, courier service, or electronic mail using the official e-mail of the school/district, official social media accounts, and other means of communication that can be verified, recorded, and preserved.	District Offices through Division Sub-Committees
<b>March 2-27, 2026</b>	Schedule of Classroom observation/Demonstration Teaching/ Written Examination	The Division Sub-committees shall facilitate the conduct of Classroom Observation/Demonstration Teaching/Written Examination	Identified Schools in the District
<b>March 23-26, 2026</b>	Assessment of COI and NCOIs	The Division Sub-committees shall assess the applicants based on the demonstration of expected competencies and professional standards as defined in the PPST & through the Teacher Reflection Form (TRF)	District Offices
<b>March 24, 2026</b>	Conduct of Teacher Reflection using TRF		
<b>April 6-10, 2026</b>	Open Ranking System	The Division Sub-committee shall adopt an Open Ranking System to ensure transparency in the process & results of the comparative assessment wherein applicants or subset of applicants present thereat shall be disclosed to all attendees. Clarifications on the results and acknowledgement of their individual assessment must be done during the open ranking & shall require the applicants <b>to affix their signature</b> on their Individual Evaluation Sheet (IES). ( <i>Duly signed IES shall serve as acknowledgement that the applicant has undergone the application &amp; assessment process based on the guidelines &amp; that the results of the individual assessment were discussed with and affirmed by the concerned applicant.</i> )	District Offices



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<b>April 13-15, 2026</b>	Preparation of the Comparative Assessment Result (CAR) & Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA)	The Division Sub-Committees Secretariat shall prepare the CAR & CAR-RQA of applicants. The Division Sub-Committees Chairperson & Members shall affix their signature on the CAR & CAR RQA to certify the objectivity and integrity of the process.	District Offices
<b>April 17, 2026</b>	Submission of CAR, & CAR-RQA of applicants, minutes of the meeting/deliberation, Individual Evaluation Sheet (IES) of the Sub-Committees to the Human Resource Section	The Division Sub-Committees Secretariat shall submit the softcopy & hardcopy of CAR & CAR RQA of applicants, minutes of the meetings/deliberations of the Sub-committees to the Human Resource Section for consolidation, verification and keeping of records.	ASDS Office and ICT Office
<b>April 27-30, 2026</b>	Preparation of Final CAR & CAR RQA of Applicants	The Division HRMP SB Secretariat shall consolidate the CAR & CAR RQA of applicants.  The <b>HRMP SB</b> shall affix their signature in the final CAR & CAR RQA of applicants to be conferred by the Schools Division Superintendent.	ASDS Office, ICT Office and SDO HR Office
<b>May 4, 2026</b>	Posting of the CAR & CAR RQA of Applicants	Upon approval of the CAR RQA the same shall be posted in the SDO Bulletin Board, SDO website, DepEd Official Facebook Page (DepEd Tayo Division of Capiz) or District/School Bulletin Boards.	Division /District Offices



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